

**STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**ORIENTATION CHECKLIST FOR NEW EMPLOYEES**

Name	Social Security #	
Official Job Title		
District/Section	Gang	Date of Employment

**TOPICS COVERED IN ORIENTATION:**

Civil Service Rules and Regulations		DOTD Policies (Cont'd)	
	Accrual and Use of Leave		Discipline
	Appointment Status		Workplace Violence
	Pay Actions		Sexual Harassment
	Appeals		Grievances
	Examination Listing		Pay
	Political Activity Prohibitions		Travel
<b>Benefits</b>			Safety Manual
	Retirement		Prohibition of Weapons
	Insurance		Smoking
	Deferred Compensation		Equal Employment Opportunity (EEO)
	Employee Assistance Program		Overtime
	Misc. (Credit Union, Savings Bonds, etc.)		Drug-Free Workplace
	Training Opportunities (CPTP)		Code of Ethics
	Management Training Development		Employee Recognition Program
<b>DOTD Policies</b>			Hours of Work
	Employee Conduct		Use of E-Mail/Internet
	Performance Appraisal (PPR)		Discrimination Complaints
	Promotions		Other:

**I have received written information on all of the above topics and DOTD's rules and regulations were explained to me.**

Signature of Employee	Witness	Orientation Date
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Original: HQ Human Resources  
Copies to: District/Section  
Employee

